



# Manistee County Board of Commissioners

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(231) 398-3500

DRAFT

## GREEN TEAM/RECYCLING COMMITTEE

Friday, February 5, 2010  
10:30 A.M.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

### REPORT

Members Present: Allan O'Shea; Glenn Lottie; and Carl Rutske

Members Absent: None

Others Present: Patty O'Donnell, Northwest Michigan Council of Governments; Tom Kaminski, County Controller/Administrator; Lt. Ken Falk, Emergency Management Coordinator; Mary Pitcher, AES Recycling Coordinator; Kathy Scarlata, Community Member; Jim Draz, AES; Bruce Schimke, Maintenance Supervisor; Sue Wagner, County Planner; Helen Grabowski, Manistee County Library; Kevin Mulvihill, Abonmarche; Sonja Ganger, West Shore Medical Center Director of Patient Outcomes and Materials Management; Barry Lind, Airport Manager; and Rachel Nelson, Administrative Secretary

The meeting was called to order at 10:30 A.M.

### ITEMS REQUIRING BOARD ACTION

Ms. Pitcher stated that things are progressing with P.A. 69 recycling. AES has developed a leadership team, and the team has agreed to hire Allied Waste on a one-year contract. Ms. Pitcher is working on obtaining bins and signage. Ms. Pitcher stated that she is going to start accepting plastic grocery bags at the four P.A. 69 recycling sites. The sites will also accept #1-7 plastic, clear and colored glass, co-mingled paper and tin. Ms. Pitcher noted that the PCA trailers are a great resource for cardboard recycling and she is trying to get one in the Onkama area.

**Mr. Rutske recommended that P.A. 69 funds be used to reimburse any participating township for recycling expenses effective February 1, 2010. No alternative recommendation was proposed.**

ITEMS NOT REQUIRING BOARD ACTION

Ms. O'Donnell updated the Committee on the Northwest Michigan Council of Governments (NWMCOG) Grant, which she had discussed at the last Green Team/Recycling Committee meeting. SEEDS is working on collecting energy use information and creating a baseline assessment for the Courthouse, Health Department and Jail. Ms. O'Donnell will come to the Committee meeting on Thursday, April 1, 2010 to review the baseline assessments and discuss possible energy audits. She reminded the Committee that the grant gives the County \$8,000 for an energy audit and \$40,000 for implementation. Sometime in March, a request for proposals will be issued for one auditor to perform the energy audits for all 10 counties included in the grant.

Mr. Drazé informed the Committee that the County has received an EECBG grant (APPENDIX A), which will allow \$75,000 towards local government energy audits and \$50,000 to support the recycling efforts with P.A. 69. This grant will coordinate well with the NWMCOG grant. The AES is willing to help townships submit their requests for EECBG energy audit funds once the request for proposals has been issued by their office. Mr. Drazé noted that the AES has also applied for \$80,000 in USDA funds for energy audits for businesses, but they have not found out if that grant will be awarded yet. He will keep the Green Team/Recycling Committee updated and commented that any planning and strategies at the County level help with receiving grants.

Mr. O'Shea presented information on LED parking lot lights (APPENDIX B). Gregg King of Canton Township provided the information. Canton Township is replacing their outdoor lights with LED lights, and they have done quite a bit of research.

The meeting adjourned at 11:35 P.M.

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Allan O'Shea, Chairperson

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Glenn Lottie, Commissioner

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Carl Rutske, Commissioner

**Subject:** Presentation to Manistee County Green Team: EECDB Grant - Energy Audits for Manistee Local Government Facilities  
**Date:** February 5, 2010  
**From:** Jim Draz, Consultant to Manistee County Alliance for Economic Success

From the proposal to the Michigan Department of Energy, Labor, and Economic Growth

**Government Facility Energy Audits.**

Problem: The absence of resources and a systematic approach to identify and attain energy efficiencies in local government buildings in Manistee County.

Project Goal: To perform energy audits of local government buildings in Manistee County that can be implemented to reduce energy consumption, increase energy efficiency and reduce governmental operating utility costs.

**NOTE:** This grant proposal was submitted to DLEGE by the Manistee County BOC. The AES is the county's agent for administration of the grant, and is responsible for overseeing work. The grant submission to DLEGE recognized the NWMCOG energy grant award to Manistee County as a "match" for the DLEGE grant. It is a goal of AES to coordinate work on energy audits with the Manistee County Green Team so that Manistee County realizes the best possible outcomes from this overall effort to improve the energy efficiency of county facilities. Most important will be a coordinated effort to select the energy audit consultant, then select government facilities that will realize the most benefit from the audits, and in turn give Manistee County the greatest "bang for the buck."

Project Evaluation:

The evaluation of this project will be important to documenting impacts and demonstrating the value of the project. The project will be evaluated as follows:

■ Government Facility Energy Audits

- Number, scope and findings of energy audits
- Aggregate results of energy audits and recommended energy savings
  - Number of energy audit reports formally adopted by local units of government
- Energy audits implemented and resulting energy and operating cost savings
  - Number of local units of government with new operating procedures reflecting energy audit recommendations
- Funding allocated through operating budgets and/or grants to implement energy audits
- Training and education of local government representatives on energy efficiency practices

We are seeking \$70,000 in grant funds for this project.

Background: Manistee County has 14 townships, a city and 8 villages in addition to County government. The County is also the headquarters of the Little River Band of Ottawa Indians. All governmental units are making concerted efforts to reduce costs. For example, the City of Manistee has budgeted \$50,000 to complete an Operational Services Assessment to determine ways that City government can become more efficient. Cost saving initiatives to date have not focused on energy efficiency in government facilities to conserve energy as well as government expenses.

There will be a considerable energy savings as a result of this project. The exact amount of reductions cannot be precisely known until facilities are identified and prioritized for the energy audits and the energy audits are completed. Typically, we would expect a reduction of at least 20 percent in energy consumption. Realistically, the actual energy savings to be realized will be far greater since the vast majority of facilities are aged and known to be energy inefficient. Energy savings resulting from this project will be calculated as part of the project evaluation.

In addition to efforts of the Green Team, this proposal will also leverage:

- \$48,000 to be made available through the Northwest Michigan Council of Governments to Manistee County under a grant from the Public Service Commission to implement energy audit recommendations.
- A grant application to USDA that is pending approval for \$80,000 that would support the activities proposed under this project at private facilities, enabling leverage of contractor costs by creating an economy of scale.

The work plan for this project is as follows (note: because the exact timing of the award of funds is not known, we are projecting a schedule based on the number of months from the date that funds are awarded and work can begin). Staff is in place to begin month 1 activities immediately upon grant award.

A. Leadership Team. We will form a leadership team consisting of diverse governmental units to develop a request for proposal for contractor services to perform energy audits and to guide the review and selection of the contractor and review and select facilities to be audited. The AES will staff and coordinate the work of the Leadership Team.

Schedule: **Month 1**

Hours: 30

B. Develop Request for Proposals (RFP) for contractor services to perform energy audits of public facilities. In preparing the RFP, the leadership team will consider the document entitled "How to Hire An Energy Auditor to Identify Energy Efficient Projects" prepared for the California Energy Commission. The RFP will ask respondents to submit proposals that include:

- A process and criteria for ranking proposals submitted by governmental units to perform energy audits to help ensure that the greatest potential energy efficiencies are identified for the amount of funds expended to perform energy audits.
- Process, steps and costs associated with performing Phase I, II or III energy audits as defined in the Procedure for Commercial Energy Audits.
- Approach for providing energy efficiency recommendations based upon energy audits, including cost/benefit and payback analysis.
- Approach for assisting governmental units in identifying sources of technical and financial assistance to implement energy audit findings.
- Quality assurance procedures.

Schedule: **Month 2**

Hours: 30

C. Issue RFP and Review, Rank and Select Contractors. The leadership team will distribute the RFP on a statewide basis to seek proposals from qualified Michigan contractors. The leadership team will review, rank and select a contractor based upon criteria that the leadership team establishes.

Schedule: **Month 3**

Hours: 20

D. Create and issue a RFP for all governmental entities in Manistee County seeking to perform energy audits on public buildings. The contractor will work with the leadership team to prepare and issue a RFP to all governmental units, providing a simple, straight-forward process to apply to have an energy audit completed. Governmental units will be required to provide information about the facilities that will enable the contractor and leadership team to collectively rank facilities for energy audits.

Schedule: **Month 4**

Hours: 20

E. Select facilities for energy audits. The leadership team will select facilities to be audited, in consultation with the contractor. Governmental units will be notified accordingly.

Schedule: **Month 5**

Hours: 20

F. Completion of energy audits and recommendations. The contractor will perform and complete all energy audits, including recommendations.

Schedule: **Months 6-9**

Hours: 80

G. Review of energy audits. All governmental units will participate in a review of the energy audits and their recommendations at a day-long workshop to be co-hosted by the Leadership Team and AES. The contractor will review aggregate findings and recommendations and provide training and education on processes, procedures, approaches, and sources of technical and financial assistance to implement recommendations.

Schedule: **Month 9**

Hours: 120

H. Technical Assistance for Energy Efficiency Implementation Strategy. The contractor will be available to assist governmental units in implementing energy audit recommendations. The AES will work with the contractor and local governmental units to identify sources of financial and technical assistance to implement recommendations. With the consultation of the "Green Team," the AES will develop a sustainable concept that enables local governments to maximize energy efficiency in operations and implement energy savings programs.

Schedule: **Months 9-12**

Hours: 120

I. Project Report. The AES, with the advice and consultation of the Leadership Team and Consultant, will prepare a project report that includes all energy audits and recommendations, summarizes results and findings, recommends next steps and evaluates the overall performance and results of the project.

Schedule: **Month 12**

Hours: 50

### Impacts

1. Governmental entities will identify, quantify and receive assistance in implementing measures to improve energy efficiency in their facilities, thereby reducing waste and operating costs. The net result of this activity will be more dollars available for local services without a tax increase or staff reductions.
2. We expect that:
  - 6-10 new jobs will be created to implement energy savings measures
  - 6-10 jobs will be sustained and/or created as a result of operating cost savings
  - Local government in Manistee County will learn to monitor energy usage, and will continue to make operating and infrastructure improvements that lower and/or control energy costs.

## V-L Budget Considerations

Government Facility Energy Audits

	State	Applicant	Other	Total
Personnel/fringes	\$4,000			\$4,000
Contract services	68,000			68,000
Equipment	0			0
Supplies/materials	2,000	2,000		4,000
Travel	1,000			1,000
Indirect	0			0
Other	0		\$60,000	60,000
<b>Sub-Total</b>	<b>\$75,000.00</b>	<b>\$2,000</b>	<b>\$60,000</b>	<b>\$137,000.00</b>

County-Wide Recycling

	State	Applicant	Other	Total
Personnel/fringes	\$3,000			\$3,000
Contract services	40,000			40,000
Equipment	0			0
Supplies/materials	6,000	2,000		8,000
Travel	1,000			1,000
Indirect	0			0
Other	0		\$86,000	86,000
<b>Sub-Total</b>	<b>\$50,000.00</b>	<b>\$2,000</b>	<b>\$86,000</b>	<b>\$138,000.00</b>

Grand Total

	State	Applicant	Other	Total
Personnel/fringes	\$7,000			\$7,000
Contract services	108,000			103,000
Equipment	0			0
Supplies/Materials	8,000	\$4,000		12,000
Travel	2,000			2,000
Indirect	0			0
Other	0		\$146,000	146,000
<b>Total</b>	<b>\$125,000.00</b>	<b>\$4,000</b>	<b>\$146,000</b>	<b>\$275,000.00</b>

\*\* see footnotes to budget considerations

### Footnotes to Budget Considerations (1/6/2010)

In response to comments received, we have made clarifying adjustments to this page which are explained in the following.

#### Government Facility Energy Audits

**Personnel/fringes:** This and the "personnel/fringes" line item under "County-wide Recycling" includes: (1) the project costs of Cathy Fairbanks who is an AES employee and will provide administrative support for the entire grant; and (2) the project costs of Cyndy Fuller, Executive Director of the AES who is the ultimate supervisor of the entire project. A sum of \$3,060 are the total personnel and fringe costs for Cathy Fairbanks for the entire grant and the balance of total personnel and fringes are project costs for Cyndy Fuller.

**Contract services:** This amount encompasses two contracts: (1) for Jim Drazé, referenced in the program narrative, who will be retained under contract by the AES to oversee, manage and implement the program; and (2) a contract that will be awarded through an AES RFP and contract procedures to a firm to perform the energy audit services described in the narrative.

**Supplies/materials:** A total of \$2,000 in supplies and materials will be contributed as match by the applicant of the grand total of \$4,000 in supplies and materials that will include:

- Print/mail copies of RFP/RFQ to potential contractors
- General mailings; to local units of government, to keep units formed on program
- Information developed and disseminated to publicize the program, including brochures, Newsletters and other for local governments
- Printing and distribution of energy audit results to local units and others
- Meeting materials
- Project final report printing and dissemination

**Other:** Includes matching contributions from the following sources: a sum of \$56,000 in from Manistee County government, including revenues under the Act 69 program derived from an assessment on households for recycling services; and \$30,000 under a grant from USDA Rural Development to support the initial design of the Manistee County recycling program.

#### County-Wide Recycling

**Personnel/fringes.** See personnel/fringes under "Government Facility Energy Audits," above.

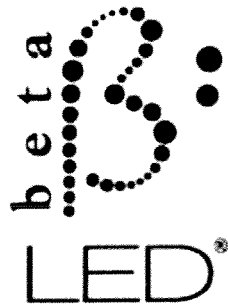
**Contract Services:** This amount encompasses two contracts: (1) for Mary Pitcher, referenced in the program narrative, who will be retained under contract by the AES to oversee, manage and implement the program; and (2) a contract that will be awarded through an AES RFP and contract procedures to an individual(s) or firm(s) to support the day-to-day monitoring and assessment of recycling locations, in coordination with the AES project manager and local units of government.



**Supplies/materials:** A total of \$2,000 in supplies and materials will be contributed as match by the applicant of the grand total of \$4,000 in supplies and materials that will include:

- Meet minutes preparation and dissemination
- Printing and distribution of reports, articles and updates
- Educational materials
- Manistee Recycling program banner for use at display booths at education forms, fairs, and other

**Other:** Includes: a sum of \$48,000 from Manistee County Government to support the application and implementation of limited energy audits at public facilities, provided with the support of the Michigan Public Service Commission; a sum of \$12,000 in funding support for energy audits under a USDA Rural Development grant.

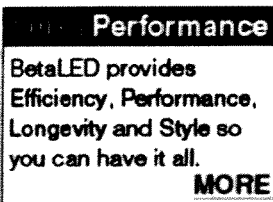


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**Effective January 2010  
BetaLED optimized technology is here!**

Find updated product information throughout the site including product spec sheets and product catalog numbers.

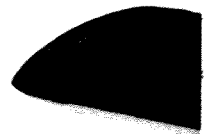
## LED Area Lighting

Also see [Area Round Lighting](#)

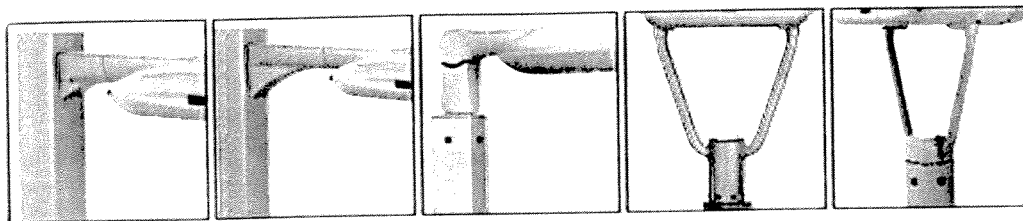
[360° View](#) | [Project Briefs](#) | [Poles/Ter](#)

Area luminaires offer excellent uniformity and are designed for lighting walkways, roadways and parking applications.

- Modular Design
- Die-Cast, Extruded-Aluminum Housing Assembly
- UL Wet Listed
- Two-Level Options
- Optional Backlight Cutoff Shield
- International Dark Sky Association Compliance
- [IES BUG ratings](#) available



MOUNTING OPTIONS



**DA**  
Direct

**DL**  
Direct-Long

**AA**  
Adjustable Arm

**R3**  
Post Top  
2-3/8" to 3" OD

**R4**  
Post Top  
4" Square

#### IES Files

All published luminaire photometric testing performed to IESNA-79-08 standards.

#### ARE-EDG-

Optic	Spec Sheets by Mounting					IES Files	IES Report	LM-79 Report
<b>Type II Medium</b> (2M) (2MB)	<a href="#"><u>DA</u></a>	<a href="#"><u>DL</u></a>	<a href="#"><u>AA</u></a>	<a href="#"><u>R3</u></a>	<a href="#"><u>R4</u></a>	<a href="#"><u>ARE-EDG-2M- -12-C-UL</u></a>	<a href="#"><u>ITL 63821</u></a>	<a href="#"><u>ITL 63824</u></a>
<b>Type II Short</b> (2S) (2SB)	<a href="#"><u>DA</u></a>	<a href="#"><u>DL</u></a>	<a href="#"><u>AA</u></a>	<a href="#"><u>R3</u></a>	<a href="#"><u>R4</u></a>			
<b>Type III Medium</b> (3M) (3MB)	<a href="#"><u>DA</u></a>	<a href="#"><u>DL</u></a>	<a href="#"><u>AA</u></a>	<a href="#"><u>R3</u></a>	<a href="#"><u>R4</u></a>	<a href="#"><u>ARE-EDG-3M- -12-C-UL</u></a>	<a href="#"><u>ITL 63574</u></a>	<a href="#"><u>ITL 63577</u></a>
<b>Type IV Medium</b> (4M) (4MB)	<a href="#"><u>DA</u></a>	<a href="#"><u>DL</u></a>	<a href="#"><u>AA</u></a>	<a href="#"><u>R3</u></a>	<a href="#"><u>R4</u></a>	<a href="#"><u>ARE-EDG-4M- -12-C-UL</u></a>	<a href="#"><u>ITL 63810</u></a>	<a href="#"><u>ITL 63811</u></a>
<b>Type V Medium</b> (5M)	<a href="#"><u>DA</u></a>	<a href="#"><u>DL</u></a>	<a href="#"><u>AA</u></a>	<a href="#"><u>R3</u></a>	<a href="#"><u>R4</u></a>	<a href="#"><u>ARE-EDG-5M- -12-C-UL</u></a>	<a href="#"><u>ITL 63746</u></a>	<a href="#"><u>ITL 63748</u></a>
						<a href="#"><u>ARE-EDG-5M- -24-C-UL</u></a>	<a href="#"><u>ITL 63822</u></a>	<a href="#"><u>ITL 63825</u></a>
<b>Type V Short</b> (5S)	<a href="#"><u>DA</u></a>	<a href="#"><u>DL</u></a>	<a href="#"><u>AA</u></a>	<a href="#"><u>R3</u></a>	<a href="#"><u>R4</u></a>	<a href="#"><u>ARE-EDG-5M- -12-C-UL</u></a>	<a href="#"><u>ITL 63747</u></a>	<a href="#"><u>ITL 63749</u></a>

